**WEEKLY LESSON PLAN BY SUBJECT**

Class: Computer Applications

Textbook: None

Dates: 10/17-10/21

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|  | Tasks | Objectives | Instructional  Strategy | Standards |
| **Monday** | -Chapter 5  Examples & Grades 3 of 5 | Entering worksheet data  Editing Cell  Formatting cells and applying themes | □ Lecture  □Teacher Modeling  □Media Presentations  □Small Groups  □Class/Group discussion  □Question/ answer  □Guide practice  □Independent practice  □Test | **State-**  **BE 12.4.1 Computer Applications** |
| **Tuesday** | -Chapter 5  Grades 4 of 5  Grades 5 of 5 | Using formulas to perform calculations  Copying and pasting between Word and Excel | □ Lecture  □Teacher Modeling  □Media Presentations  □Small Groups  □Class/Group discussion  □Question/ answer  □Guide practice  □Independent practice  □Test | Students will understand a variety of application software. They will demonstrate competency by utilizing appropriate software for specific tasks. |
| **Wednesday** | -Chapter 5  Sales  Gadgets 2 of 1 | Conditional formatting  Adding graphics | □ Lecture  □Teacher Modeling  □Media Presentations  □Small Groups  □Class/Group discussion  □Question/ answer  □Guide practice  □Independent practice  □Test |  |
| **Thursday** | -Chapter 5  Keyboard quiz  Review 1-40p | Protecting worksheets and workbooks  Using tools to review a worksheet | □ Lecture  □Teacher Modeling  □Media Presentations  □Small Groups  □Class/Group discussion  □Question/ answer  □Guide practice  □Independent practice  □Test |  |
| **Friday** | -Review 1-40p | Using templates  Creating HTML files | □ Lecture  □Teacher Modeling  □Media Presentations  □Small Groups  □Class/Group discussion  □Question/ answer  □Guide practice  □Independent practice  □Test |  |